



Delegations Program

“Partnering for Success”



NCR Delegations Coordinator

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Central Office Support

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DC Service Center

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Potomac Service Center

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Triangle Service Center

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- GSA's Delegation program grants Federal agencies the authority to manage and operate their own space
- GSA maintains a stewardship role



- **Government-Owned Buildings**
 - Operations & Maintenance (O&M) Delegation
 - One-Time Alteration Delegation
- **Leases**
 - Administrative Contracting Office (ACO)
 - Leased O&M Delegation
 - Alterations (Individual)
 - Contracting Officer Representative (COR) Designation



- Leasing Authority John Thomas (202) 205-4307
- Utility Services Mark Ewing (202) 708-9296
- Real Property Disposal Victoria Hartke (202) 205-2127
- Security Matthew Weese (202) 353-1955



- Operational Reviews
- Rent Estimate & Budget
- Customer Satisfaction Surveys
- Standard Operating Procedures
- Approval for Alteration Projects
- Emergency Contact Listing



- 2 Day operational review
- Conducted every other year
- Tool to identify areas for support



- Rent estimate
 - Water
 - Special Services
 - Business Improvement District (BID) Services
- Annual “no year” money letter from GSA
- Flowchart on budget process



- FY06 Tenant Satisfaction Survey briefing conducted for customer agencies 4/06
- CBE tools to access data
- Feedback on survey process



Revisions to standard operating procedures

- Mandatory management plans
- Revisions
- CADD Drawings



Government Owned Buildings

- Projects under \$250,000
- Projects over \$250,000
 - Written request to Service Center (SC)
 - SC reviews project scope and plans
 - Written response from SC
 - Continued communication



- Submit emergency contacts list quarterly
 - Jan, Apr, July, Oct
- GSA, PBS, NCR
Attn: Christine Ewing, WPF
7th & D Streets, SW Room 6651
Washington DC 20407
- Sample listing (handout)





Thank You for Participating!

